UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

**Instructions for Processing GRAZE-OUT Applications, Payments,
and Corrections in APSS Using Software in County Release No. 456**

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

**A
Background**

The Agricultural Risk Protection Act of 2000 provides for grazing payments (GRAZE-OUT) in lieu of LDP's, for 2001 crop year only, to producers who elect to use acreage planted to wheat, barley, and oats for grazing by livestock and forgo any other harvesting of this acreage.

**B
Purpose**

This notice provides APSS instructions for:

• recording GRAZE-OUT applications through the special functions subsystem

• issuing GRAZE-OUT payments where both application recording and payment processing occur in one real time function

• printing GRAZE-OUT Application Payment Statements

• processing GRAZE-OUT corrections.

Disposal Date	Distribution
April 1, 2002	State Offices; State Offices relay to County Offices

2   Important Basic GRAZE-OUT Information

A
Basic Facts

GRAZE-OUT:

- program year is "**01**"

- payments are calculated:

  - **Acres** times **Yield** equals **Quantity** (in bushels)

  - **Quantity** times applicable **CCC-Determined (LDP) Rate** equals **Payment Amount**

- payments **are** subject to assignment and setoff

- applications must be received by **August 31, 2001**

- payments must be made by **September 28, 2001**

- can involve refused payments.

B
Program Codes

GRAZE-OUT program codes are:

- "01GRAZECOMM" for disbursements
- "01GRAZECOMM" for collections
- "01GRAZECOMM" for assignments and joint payments.

C
Payment Limitation

GRAZE-OUT's are subject to the same payment limitation as loans and LDP's.

D
Automated Numbering

GRAZE-OUT applications and payments shall be system-assigned numbers sequentially with loans and LDP's.

3   Getting Started With GRAZE-OUT Processing

A
Accessing   Follow this table to access the GRAZE-OUT Processing Menu.
Processing Menu

Step	Action	Result
1	On Application Selection Menu FAX07001: • ENTER "13", "Price Support" • PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: • ENTER "10", "Perform Special Functions" • PRESS "Enter".	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: • ENTER "6", "Perform Grazing Payment (GRAZE-OUT) Functions" • PRESS "Enter".	GRAZE-OUT Processing Menu **PGG000** will be displayed.

3 Getting Started With GRAZE-OUT Processing (Continued)

**B
GRAZE-OUT
Processing
Menu PGG000**

This is an example of Menu PGG000 for processing GRAZE-OUT.

```
COMMAND                                        PGG000
GRAZE-OUT - PROCESSING MENU
---------------------------------------------------------------------------------------------------------------
    1. Entering GRAZE-OUT Application Data and Issuing Payment
  *2. Reserved
  *3. Reserved
    4. Canceling GRAZE-OUT Payables
    5. Recording GRAZE-OUT Overpayments/Underpayments
  *6. Reserved
  *7. Reserved
  *8. Reserved



   21. Return to Application Selection Menu
   22. Return to Office Selection Menu
   23. Return to Primary Selection Menu
   24. Sign Off

 Enter option and press the "Enter" key
 Cmd3=Previous Menu
```

Installation of County Release No. 456 activates option:

- "1" for entering GRAZE-OUT application data and issuing payments according to paragraph 4

- "4" for canceling GRAZE-OUT payables according to paragraph 5

- "5" for processing GRAZE-OUT corrections according to paragraph 6.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function

A
GRAZE-OUT
Producer Data

To enter GRAZE-OUT application data, on GRAZE-OUT Processing Menu PGG000, ENTER "1", "Entering GRAZE-OUT Application Data and Issuing Payment" and PRESS "Enter". Screen PCA11000 will be displayed and allow the user to identify the contact producer whose data will be entered.

This is an example of Screen PCA11000 for entering basic contact producer information.

```
PAYMENTS                        077-MARTINDALE                         PCA11000
GRAZE OUT PAYMENTS                              Version: AA52 03-01-01 14:06 Term C5


  Enter Contact Producer's Last Name    OAT                  or
  Contact Producer's ID (Numeric)  ..........................   and   (Optional) Type  (S, I, E or T) . .
  Program Year                          GRAZE-OUT Number ......NEW











  Press "Enter" To Continue     Cmd3=Previous Menu   Cmd7=End of Job
```

On Screen PCA11000:

• only "01" can be entered for the program year

• GRAZE-OUT number field will default to "New" for initial application recordings, but also allow for a number entry according to paragraph 6

• GRAZE-OUT number will be system-assigned and cannot be changed.

After completing entries on Screen PCA11000, PRESS "Enter" and Screen PCA12000 will be displayed.

4 Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

B
GRAZE-OUT
Producer
Verification

This is an example of Screen PCA12000 on which **contact** producer information will be system-displayed for verification.

```
                        077-MARTINDALE
PCA12000
PRICE SUPPORT-VERIFY CHOSEN PRODUCER Version: AA52 03-01-01 14:06 Term C5

Contact Producer's Last Name  OAT            Producer's ID    222 22 2222  S
Program Year  01              Graze-Out  Number    NEW

Contact Producer's Name      (First  Middle  Last  Suffix)


                WILLIAM OAT

 Producer's Address
                RR 1 BOX 74
                PHILLIP, MS   38950-9603

 Is this the correct producer? (Y or N) . .


 Press "Enter" To Continue     Cmd3=Previous Menu   Cmd7=End of Job
```

After verifying producer information, PRESS "Enter" and Screen PGG10000 will be displayed.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

C
GRAZE-OUT
Screen
PGG10000

This subparagraph shows an example of Screen PGG10000 that will:

- allow user to enter:

    - commodity (alpha-code) for:

        - wheat (WHT)
        - barley (BRLY)
        - oats (OATS)

    - class/variety for:

        - wheat (MIX, HRS, DUM, HRW, SRW, WHI, HWW, SWW)
        - barley (BRL, BHL)
        - oats (HLS, OAT)

    - application date and approval date

- ask, "Does this GRAZE-OUT Application have multiple producers?".

```
GRAZE-OUT PAYMENTS              077-MARTINDALE                         PGG10000
GRAZE-OUT PAYMENTS APPLICATION              Version: AA52 03-01-01 14:06 Term  C5

WILLIAM OAT                             PY 01    GRAZE    #  NEW  COMM


  Enter for this 2001 Crop Year GRAZE-OUT:

     Commodity (Alpha-code)          WHT

     Class/Variety                   HRW

     Application Date                033101

     Approval Date                   040101


  Does this GRAZE-OUT Application have multiple producers?  (Y or N) Y

Press "Enter" To Continue        Cmd7=End of Job       Help=Help Text
```

If the answer is:

- "N", PRESS "Enter" and Screen PGG13000 will be displayed. Go to subparagraph F

- "Y", PRESS "Enter" and Screen PGG41000 will be displayed. Go to subparagraph D.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

D
GRAZE-OUT
Multiple
Producers

This is an example of Screen PGG41000 for recording GRAZE-OUT multiple producers.

```
GRAZE-OUT PAYMENTS                077-MARTINDALE                              PGG41000
GRAZE-OUT PAYMENTS APPLICATION                   Version: AA52 03-01-01 14:06 Term   C5
─────────────────────────────────────────────────────────────────────────────────────
WILLIAM OAT                                   PY 01    GRAZE   #    1 COMM  WHT

Enter the Last Name or ID Number for the producer who will share in the
proceeds of this GRAZE-OUT.


          Last Name   ....................................

          ID Number (Numeric) .....................




 Are there additional producers?  (Y or N) . .

 Press "Enter" To Continue      Cmd3=Previous Screen      Cmd7=End of Job
```

After all multiple producer entries have been recorded on Screen PGG41000, PRESS "Enter" and Screen PGG42000 will be displayed.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

**E
GRAZE-OUT
Multiple
Producer Shares
and Refused
Payments**

This is an example of Screen PGG42000 for:

• recording GRAZE-OUT multiple producer payment shares

• flagging producers for refused payment.

```
GRAZE-OUT PAYMENTS              077-MARTINDALE                          PGG42000
GRAZE-OUT PAYMENTS APPLICATION              Version: AA52 10-0-00 14:06 Term   C5

WILLIAM OAT                            PY 01   GRAZE  #   1      COMM   WHT

Enter each producer's share in this GRAZE-OUT as a whole percentage.
   Total GRAZE-OUT Percent to be allocated: 100


        NAME                PERCENTAGE (%)        REFUSED PYMT


        WILLIAM OAT             50                       N

        RICH BARLEY             50                       N




Press "Enter" To Continue     Cmd3=Previous Screen      Cmd7=End of Job
```

On Screen PGG42000:

• shares **must** be entered as a whole percentage and total 100 percent

• users can flag a producer on this payment for refused payment by changing
  default flag from "N" to "Y", that portion of the payment will not be paid to
  anyone in the real time payment process

• after completing entries, PRESS "Enter" and Screen PGG13000 will be
  displayed.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

F
GRAZE-OUT
Data Entry
Screen

This subparagraph shows an example of GRAZE-OUT Screen PGG13000 that will:

- system-display:

  - program year
  - commodity

- allow user to enter the applicable:

  - acres

    Important: Users shall round acreage to the nearest whole acre.

  - yield

  - LDP payment rate.

    Important: Users shall enter the **actual** LDP payment rate, **not** the posted county price (PCP) or the CCC-determined value. In GRAZE-OUT, APSS does not system-subtract PCP from the applicable loan rate and thereby system-determine the "Pymt (LDP) Rate" as it does in LDP-making.

```
GRAZE-OUT PAYMENTS            077-MARTINDALE                              PGG13000
GRAZE-OUT PAYMENT APPLICATION                    Version: AA52 03-01-01 14:06 Term   C5


WILLIAM OAT                              PY 01   GRAZE   #   1      COMM  WHT




Program Year          Commodity          Acres           Yield          Pymt (LDP) Rate

 2001                    WHT               125             52                .2055





Press "Enter" To Continue     Cmd3=Previous Screen     Cmd7=End of Job
```

After completing entries on Screen PGG13000, PRESS "Enter" and
Screen PGG14000 will be displayed.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

**G
GRAZE-OUT
Payment
Summary Screen
PGG14000**

This is an example of Screen PGG14000 that will system-display:

• GRAZE-OUT payment summary data, as shown
• the question, "Do you want to print the Market Gain TSR?".

```
GRAZE-OUT PAYMENTS              077-MARTINDALE                      PGG14000
GRAZE-OUT PAYMENTS SUMMARY                Version: AA52 03-01-01 14:06 Term   C5

WILLIAM OAT                    PY 01        GRAZE # 7               COMM WHT


        Acres                  125         Date                    04-02-01

        Yield                   52         GRAZE-OUT Amt           1,335.75

        Quantity            6,500.00       Denied Pymt                 .00

        Pymt (LDP) Rate       .2055        Refused Pymt                .00

                                           Net Payment             1,335.75


        Do you want to print the Market Gain TSR?              Y


Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End of Job
```

If the answer is:

• "Y", then after PRESSING "Enter":

  • Market Gain Transaction Summary Report (TSR) will be printed
  • Screen PGG14000 will redisplay and users shall complete process:

    • printing Application Payment Statement
    • issuing payment through Accounting

• "N", then after PRESSING "Enter" users shall complete process:

  • printing Application Payment Statement

  • issuing payment through Accounting, after which Menu PGG000 will be
    redisplayed.

4   Processing GRAZE-OUT Applications and Payments in One Real Time Function (Continued)

H
Application
Payment
Statement

This is an example of the GRAZE-OUT Application Payment Statement. Continuation sheets of this statement will be printed automatically at the selected printer until all producers' information has been printed.

U. S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation
GRAZE-OUT Application/Payment Statement

Name & Address of Contact   Program   St. & Co. Codes

WILLIAM OAT   GRAZE-OUT   28-083
RR 1 BOX 74
SOMETOWN, ZZ   33333-3333

This GRAZE-OUT payment has been calculated based on information provided on form **CCC-633** provided by the producer(s) shown below. As applicable, the "Producer Amount" is limited to the maximum payment limitation "Per Person".

GRAZE-OUT Number: **00007**

Payment Year: **2001**

Transaction Date: **04/02/01**

Denied Amount

Payment Amount: **$ 1,335.75**

Year	Commodity	Bushels	Payment (LDP) Rate	Payment Amount
2001	**WHT**	**6,500**	**.2055**	**$ 1,335.75**

Payee	ID-Number	Type	Share	Producer Amt	Refused Pmt
WILLIAM OAT	222 22 2222	S	50.00%	$ 667.88	
RICH BARLEY	777 77 7777	S	50.00%	$ 667.87	

|DATE | NAME & ADDRESS OF COUNTY FSA OFFICE
| |
| | Martindale County FSA Office
| | Box 66, RD # 1
| | Martindale, ZZ 99992-9987
| | (666) 666-6666

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.

When GRAZE-OUT payment processing is completed, Menu PGG000 will be re-displayed.

5   Canceling GRAZE-OUT Payables

**A
Basic
Information**

Users can cancel GRAZE-OUT payments on the program side of the process for any GRAZE-OUT application. If the payment was by:

- CCC-184 and it is:

    - available, CCC-184 will be canceled
    - not available, a receivable will be created

- EFT and it has:

    - been queued for transmission, a receivable will be created
    - not been queued for transmission, EFT will be canceled.

**B
Canceling
Payments**

To cancel GRAZE-OUT payments, on GRAZE-OUT Processing Menu PGG000, ENTER "4", "Canceling GRAZE-OUT Payables" and PRESS "Enter". The following sequence will occur:

- self-explanatory Screens PCA11000, PCA11500, PCA12000, and PGG50000 will be displayed in that order and allow for identifying the GRAZE-OUT application number and the contact producer of the application to be canceled

- Screen PGG50000 will be displayed with the following statements and question:

    - "This process will cancel **ALL** payments (CCC-184 and EFT) issued to ALL producers on this GRAZE-OUT application"

    - "Cancellation will create receivables if EFT's were queued or if the CCC-184's have been mailed"

    - "Do you wish to cancel this GRAZE-OUT Application?
      (Y or N)"

- after completing entries on Screen PGG50000, PRESS "Enter" and as applicable:

    - payments will be canceled
    - receivables will be created
    - GRAZE-OUT Processing Menu PGG000 will be re-displayed.

6   Processing GRAZE-OUT Corrections

A
Basic Information   GRAZE-OUT payments that have been processed and issued can be re-accessed by the original application number for purposes of processing corrections and then updating the corrected transaction under that same application number.

According to this paragraph, the GRAZE-OUT corrections process allows users to change:

- commodity

- class

- application date

- approval date

- multiple producers by:

    - adding producers
    - deleting producers

- payment shares

- refused payment flag setting

Note: To process corrections for the above conditions, see subparagraph B.

- payment acres, yield or rate, which when:

    - **decreased** creates a receivable, see subparagraph C
    - **increased** results in an additional payment, see subparagraph D.

6   Processing GRAZE-OUT Corrections (Continued)

B
Basic
Information and
Payment Shares
Corrections

To correct basic information, producer information, and payment shares, users shall select option "5", "Recording GRAZE-OUT Overpayment/Underpayment", on Menu PGG000 and PRESS "Enter". Screen PCA11000 will be displayed. Follow the steps in this table.

Step	Action	Result
1	On Screen PCA11000: • enter the "GRAZE-OUT Number" of the application for which corrections shall be processed • PRESS "Enter".	Screen PCA11500 will be displayed.
2	On Screen PCA11500: • select the desired producer "Seq Num" • PRESS "Enter".	Screen PCA12000 will be displayed.

3	On Screen PCA12000:
	
	• answer "Y" or "N" to the question, "Is this the correct producer?
	
	• PRESS "Enter".
		If the answer is:
		
		• "Y", Screen PGG10000 will be displayed and allow user to correct the following original basic information:
		
		  • Commodity
		  • Class/Variety
		  • Application Date
		  • Approval Date
		
		• "N", Screen PCA11000 will be redisplayed. Go back to Step 1.

4	On Screen PGG10000 answer "Y" or "N" to the question, "Does this GRAZE-OUT application have Multiple Producers?	If the answer is: • "Y", Screen PGG41000 will be displayed and allow the user to **delete or add** producer(s) from/to this application. Go to step 5. • "N", Screen PGG13000 will be displayed. Go to step 7.

6   Processing GRAZE-OUT Corrections (Continued)

**B
Basic
Information and
Payment Shares
Corrections
(Continued)**

Step	Action	Result
5	On Screen PGG41000: • enter the producers "Last Name" and "ID Number" • answer "Y" or "N" to the questions: • "Delete Producer?" • "Are there Additional Producers?" • PRESS "Enter".	If the answer is: • "Y", Screen PGG41000 will be redisplayed and allow for additional producer actions • "N", Screen PGG42000 will be displayed and allow the user to enter each producer's payment share as a whole percentage.
6	On Screen PGG42000: • enter applicable percentages for each producer • PRESS "Enter".	Screen PGG13000 will be displayed and allow for additional correction actions.
7	On Screen PGG13000: • enter applicable corrected: • Acres • Yield • Payment (LDP) Rate • PRESS "Enter".	Screen PGG14000 will be displayed and show the corrected application payment summary.
8	On Screen PGG14000: • answer "Y" or "N" to the question "Do you want to Print the Market Gain TSR?" • PRESS "Enter".	If the answer is: • "Y", Screen PGG83500 will be displayed and allow for reprinting TSR. Go to step 9. • "N", Screen PGG14000 will be redisplayed and allow user to complete the process and print Application Payment Statement. Go to step 10.
9	On Screen PGG83500: • if payment TSR printed successfully, ENTER "N" • PRESS "Enter".	Screen PGG14000 will be redisplayed.

6   Processing GRAZE-OUT Corrections (Continued)

B
Basic
Information and
Payment Shares
Corrections
(Continued)

Step	Action	Result
10	On Screen PGG41000: • answer "Y" or "N" to the question, "Do you want to complete this GRAZE-OUT payment?" • PRESS "Enter".	If the answer is: • "Y", Screen PCA97000 will be displayed with the statement, "Price Support procedure to print forms and reports has started", and allow user to enter: • printer ID to be used • number of copies to print. • "N", Screen PGG10000 will be redisplayed and allow for corrections.
11	On Screen PCA97000, PRESS "Enter".	GRAZE-OUT Application Payment Statement will be printed. Screen PCE83010 will be displayed and allow for reprinting payment statements.
12	On Screen PCE83010: • if payment statements print successfully, ENTER "N" • PRESS "Enter".	Screen ANK55010 will be displayed, when applicable, with the messages: • "You have requested changes which will result in additional **payments for some** recipients while creating **receivables for others**" • "upon pressing ENTER you will be prompted for: • offsets information • basis of debt text • printer ID for CCC-184's" • "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
13	On Screen ANK55010, PRESS "Enter" to continue.	Screen AQK15201 will be displayed and show basis of debt correction code "10412".

6   Processing GRAZE-OUT Corrections (Continued)

**B
Basic
Information and
Payment Shares
Corrections
(Continued)**

Step	Action	Result
14	On Screen AQK15201: • enter basis of debt text • PRESS "Enter".	Screen AQKPRT01 will be displayed for initial notification letters and allow users to enter: • printer ID to be used • number of copies to print.
15	On Screen AQKPRT01, PRESS "Enter" to continue.	• Initial Debt Notification Letter will be printed. • Screen AQK01401 will be displayed and ask if the notification letter printed successfully.
16	When notification letters print successfully: • ENTER "Y" on Screen AQK01401 • PRESS "Enter".	Screen AQKPRT01 will be displayed for receivable transaction verification reports and allow users to enter: • printer ID to be used • number of copies to print.
17	On Screen AQKPRT01, PRESS "Enter" to continue.	• Receivable Establishment Verification Report will be printed. • Screen AQKCFM01 will be displayed and ask if the report printed successfully.
18	When receivable reports print successfully: • ENTER "Y" on Screen AQKCFM01 • PRESS "Enter".	Processing will continue issuing additional payment(s) through Accounting.

6   Processing GRAZE-OUT Corrections (Continued)

**C
Decreasing
Payment Acres,
Yield, or Rate**

To **decrease** GRAZE-OUT payments, user shall select option "5", "Recording GRAZE-OUT Overpayment/Underpayment", on Menu PGG000 and PRESS "Enter". Screen PCA11000 will be displayed. Follow the steps in this table.

Step	Action	Result
1	On Screen PCA11000: • enter the "GRAZE-OUT Number" of the application for which the payment is to be **decreased** • PRESS "Enter".	Screen PCA11500 will be displayed.
2	On Screen PCA11500: • select the desired producer "Seq Num" • PRESS "Enter".	Screen PCA12000 will be displayed.

3	On Screen PCA12000:
	
	• answer "Y" or "N" to the question, "Is this the correct producer?"
	
	• PRESS "Enter".
		If the answer is:
		
		• "Y", Screen PGG10000 will be displayed and allow users to correct the following original basic information:
		
		   • Commodity
		   • Class
		   • Application Date
		   • Approval Date
		
		• "N", Screen PCA11000 will be redisplayed. Go back to Step 1 .

4	On Screen PGG10000 make applicable entries and PRESS "Enter".	Screen PGG13000 will be displayed.

5	On Screen PGG13000:
	
	• enter, as applicable, the **decreased**:
	
	   • acres
	   • yield
	   • rate
	
	• PRESS "Enter".
		Screen PGG14000 will display, as applicable, the decreased:
		
		• acres
		• yield
		• rate
		• denied payment amount
		• payment amount.

6   Processing GRAZE-OUT Corrections (Continued)

**C
Decreasing
Payment Acres,
Yield, or Rate
(Continued)**

Step	Action	Result
6	On Screen PGG14000, PRESS "Enter".	Screen PCA97000 will be displayed with the statement, "Price Support procedure to print forms and reports has started", and allow the user to enter: • printer ID to be used • number of copies to print.
7	On Screen PCA97000, PRESS "Enter".	The corrected Application Payment Statement will be printed, and Screen PCE83010 will be displayed and allow for reprinting payment statement.
8	On Screen PCE83010: • if payment statements print successfully, ENTER "N" • PRESS "Enter".	Screen ANK55010 will be displayed with the messages: • "You have requested a change resulting in an amount **less** than the original payment amount. A **receivable** is being established for the difference. Press ENTER to begin the Common Receivable System processing." • "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed".
9	On Screen ANK55010, PRESS "Enter".	Screen AQK15201 will be displayed.

6   Processing GRAZE-OUT Corrections (Continued)

**C
Decreasing
Payment Acres,
Yield, or Rate
(Continued)**

Step	Action	Result
11	On Screen AQK15201, enter: • basis of debt code using correction code "10412" according to 67-FI • basis of debt text. PRESS "Enter".	Screen AQKPRT01 will be displayed for initial notification letters and allow users to enter: • printer ID to be used • number of copies to print.
12	On Screen AQKPRT01, PRESS "Enter".	• Initial Debt Notification Letter will be printed. • Screen AQK01401 will be displayed and ask if the notification letter printed.
13	On Screen AQK01401, after notification letters print successfully: • ENTER "Y" • PRESS "Enter".	Screen AQKPRT01 will be displayed for receivable transaction verification reports and allow users to enter: • printer ID to be used • number of copies to print.
14	On Screen AQKPRT01, PRESS "Enter".	• Receivable Establishment Verification Report will be printed. • Screen AQKCFM01 will be displayed and ask if the report printed successfully.
15	On Screen AQKCFM01, after receivable reports print successfully: • ENTER "Y" • PRESS "Enter".	Screen ABK53005 will be displayed for transaction statements and allow users to enter: • printer number to be used • number of copies to print • postal bar code information.
16	On Screen ABK53005: • make applicable entries • PRESS "Enter".	• Producer Disbursement Statements will be printed. • Screen ABK53010 will be displayed and ask if the transaction statements printed successfully.
17	On Screen ABK53010, after disbursement statements print: • ENTER "1" • PRESS "Enter".	Menu PGG000 will be displayed.

6   Processing GRAZE-OUT Corrections (Continued)

D
Increasing
Payment Acres,
Yield, or Rate

To **increase** GRAZE-OUT payments, user shall select option "5", "Recording GRAZE-OUT Overpayment/Underpayment", on Menu PGG000 and PRESS "Enter". Screen PCA11000 will be displayed. Follow the steps in this table.

Step	Action	Result
1	On Screen PCA11000: • enter "GRAZE-OUT Number" of the application for which the payment is to be **increased** • PRESS "Enter".	Screen PCA11500 will be displayed.
2	On Screen PCA11500: • select the desired producer "Seq Num" • PRESS "Enter".	Screen PCA12000 will be displayed.

3	On Screen PCA12000:
	
	• answer "Y" or "N" to the question, "Is this the correct producer?"
	
	• PRESS "Enter".
		If the answer is:
		
		• "Y", Screen PGG10000 will be displayed and allow user to correct the following original basic information:
		
		   • Commodity
		   • Class
		   • Application Date
		   • Approval Date
		
		• "N", Screen PCA11000 will be redisplayed. Go back to Step 1 .

4	On Screen PGG10000 make applicable entries and PRESS "Enter".	Screen PGG13000 will be displayed.

5	On Screen PGG13000:
	
	• enter, as applicable, the **increased**:
	
	   • acres
	   • yield
	   • rate
	
	• PRESS "Enter".
		Screen PGG14000 will display, as applicable, the increased:
		
		• acres
		• yield
		• rate
		• denied payment amount
		• payment amount.

6   Processing GRAZE-OUT Corrections (Continued)

**D
Increasing
Payment Acres,
Yield, or Rate
(Continued)**

Step	Action	Result
6	On Screen PGG14000, PRESS "Enter".	Screen PCA97000 will be displayed..
7	On Screen PCA97000, PRESS "Enter".	• GRAZE-OUT Payment Statement will be printed. • Screen PCE99910 will be displayed and allow for reprinting payment statements.
8	On Screen PCE99910: • if payment statements print properly, ENTER "N" • PRESS "Enter" .	Screen ANK55020 will be displayed with the messages: • "You have requested a change resulting in an additional payment." • "Press ENTER to begin payment processing." • "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed".
9	On Screen ANK55020, PRESS "Enter".	Processing will pass to Accounting and issue additional payment(s).